

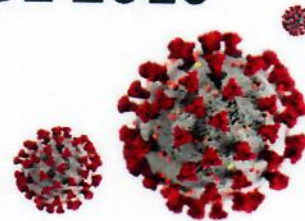
# **Mono County**

## **COVID-19 Incident**

### **Incident Action Plan**



**CORONAVIRUS DISEASE 2019**  
**COVID-19**



**March 26, 2020 - March 27, 2020**

**1700 - 1700**

**EOC Phone # (760) 932-5650**

MONO COUNTY COVID-19  
DAILY MEETING SCHEDULE  
& LOCATIONS

- |      |  |
|------|--|
| 1000 | Operations Meeting (Emergency Services, Liaison, Community Support, & Operations) - EOC  |
| 1100 | Unified Command Meeting (Unified Commanders, Command & General Staff) - Grand Sierra - Palisades Conference Room                       |
| 1515 | Command & General Staff Meeting - EOC  |
| 1600 | Unified Command - Daily Briefing & IAP Review (Unified Commanders, Command & General Staff) - Grand Sierra - Palisades Conference Room |

## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> Mono COVID-19	<b>2. Operational Period:</b> Date From: 3/26/2020    Date To: 3/27/2020 Time From: 1700    Time To: 1700			
<b>3. Objective(s):</b> 1. Provide for public and response workforce safety. 2. Mitigate the speed of COVID-19 spread (Flatten the curve) 3. Deliver Timely, accurate, and transparent information about COVID-19 spread and how it is being managed. 4. Mitigate phobia with facts.				
<b>4. Operational Period Command Emphasis:</b> 1. Increase messaging in the Spanish speaking community. 2. Continue investigation of overflow care sites - comfort care and alternative care. 3. Coordinate mobile field assessment and supportive care protocol in conjunction with Public Health and the hospital through the Community Support Branch. 4. Functional definition of essential services. 5. Explore alternative childcare options for first responders and hospital medical staff. 6. Finalize supplemental lodging for essential workers and quarantine patients				
<b>General Situational Awareness</b> 1. Promote healthy habits and personal hygiene 2. Maintain social distancing if possible 3. Continue an open and accurate information exchange				
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>				
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> ICS 203  <input checked="" type="checkbox"/> ICS 204  <input checked="" type="checkbox"/> ICS 205  <input checked="" type="checkbox"/> ICS 205A  <input type="checkbox"/> ICS 206         </td> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> ICS 207  <input checked="" type="checkbox"/> ICS 208  <input type="checkbox"/> Map/Chart  <input type="checkbox"/> Weather Forecast/Tides/Currents         </td> <td style="width: 34%; vertical-align: top;"> <b>Other Attachments:</b>  <input checked="" type="checkbox"/> Organizational Chart  <input checked="" type="checkbox"/> Meeting Schedule  <input type="checkbox"/> _____  <input type="checkbox"/> _____         </td> </tr> </table>		<input type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input checked="" type="checkbox"/> ICS 205 <input checked="" type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206	<input checked="" type="checkbox"/> ICS 207 <input checked="" type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents	<b>Other Attachments:</b> <input checked="" type="checkbox"/> Organizational Chart <input checked="" type="checkbox"/> Meeting Schedule <input type="checkbox"/> _____ <input type="checkbox"/> _____
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<b>7. Prepared by:</b> Name: Chris Mokracek    Position/Title: Operations    Signature: _____				
<b>8. Approved by Incident Commander:</b> Name: Frank Frievalt    Signature: _____				
ICS 202	IAP Page _____	Date/Time: _____		



## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> Mono COVID-19		<b>2. Operational Period:</b> Date From: 3/26/2020    Date To: 3/27/2020 Time From: 1700    Time To: 1700		
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>		
IC/UCs	Dr. Tom Boo, Public Health Officer	Chief	Chris Mokracek	
	Dan Holler (Town of Mammoth Lakes)	Deputy		
	Steve Barwick (Mono County)			
	Frank Frievaldt (EOC Director)	Staging Area		
Safety Officer	Natalie Morrow	<b>Public Health Branch</b>		
Public Info. Officer	Stewart Brown	Branch Director	Bryan Wheeler	
Liaison Officer	Doug Hornbeck	Deputy		
<b>4. Agency/Organization Representatives:</b>		Division/Group		
Agency/Organization	Name	Division/Group		
Inyo National Forest	Jason Wingard	Division/Group		
		Division/Group		
		Division/Group		
		<b>Emergency Services Branch</b>		
		Branch Director	Seth Clark	Law Enforcement
		Deputy		
<b>5. Planning Section:</b>		Division/Group	Dale Schmidt	Fire
Chief	Dustlye Beavers	Division/Group	Chris Mokracek	EMS
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		<b>Branch    Hospital Branch</b>		
Demobilization Unit		Branch Director	Kathleen Alo	
Technical Specialists	Bryan Wheeler	Deputy		
		Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
<b>6. Logistics Section:</b>		Division/Group		
Chief	Justin Nadler	Division/Group		
Deputy		<b>Community Support Branch</b>		
<b>Support Branch</b>		Branch Director	Kathy Peterson	
Director		Deputy		
Supply Unit				
Facilities Unit	Warren Bowling	<b>8. Finance/Administration Section:</b>		
Ground Support Unit		Chief	Jessica Workman	
<b>Service Branch</b>		Deputy		
Director		Time Unit		
Communications Unit	Bob Rooks	Procurement Unit		
Medical Unit		Comp/Claims Unit		
Food Unit		Cost Unit		
<b>9. Prepared by:</b> Name: Chris Mokracek    Position/Title: Operations    Signature: _____				
ICS 203	IAP Page _____	Date/Time: _____		



## ASSIGNMENT LIST (ICS 204)

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<b>7. Special Instructions:</b> <ol style="list-style-type: none"> <li>1. Provide Community Support Branch organizational chart.</li> <li>2. Provide IMACA meal recipient data base.</li> </ol>																																																																																			
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<b>4. Operations Personnel:</b> <u>Name</u> <span style="float: right;"><u>Contact Number(s)</u></span> Operations Section Chief: <u>Chris Mokrcek</u>  Branch Director: <u>Seth Clark</u>  Division/Group Supervisor: _____				Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information      EOC Security & Access										
<b>5. Resources Assigned:</b>		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)											
Resource Identifier	Leader													
Fire Chief-County	Dale Schmidt													
Fire Chief - Mammoth	Ales Tomaier													
Law Enforcement	Seth Clark													
EMS	Chris Mokrcek													
Probation	Karin Humiston													
<b>6. Work Assignments:</b>  1. Monitor Fire and EMS agencies for calls of service related to COVID-19 virus. 2. Gather information on PPE needs for LE, EMS and Fire. Every Monday. 3. Receive and distribute PPE to Fire Districts.														
<b>7. Special Instructions:</b>  1. Probation to provide security for the EOC. 2. MCSO Command trailer located at EOC.														
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<b>6. Work Assignments.</b> NEEDS: <ol style="list-style-type: none"> <li>1. Provide protocol and guidance for volunteers and field staff</li> <li>2. Continue coordination efforts with Mammoth Hospital</li> <li>3. Develop childcare guidance for hospital and essential staff children</li> <li>4. Identify IMHCC support to Mono County EOC</li> <li>5. Purchase 240 test kits</li> <li>6. Provide PH contact for data updates for Situational Dashboard</li> </ol>																																																																																		
<b>7. Special Instructions:</b> <ol style="list-style-type: none"> <li>1. Prioritize testing for symptomatic First Responders.</li> </ol>																																																																																		
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## ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> Mono County COVID-19		<b>2. Operational Period:</b> Date From: 3/26/2020      Date To: 3/27/2020 Time From: 1700              Time To: 1700		<b>3.</b>  <b>Branch:</b>  <b>Division:</b>  <b>Group:</b>  <b>Staging Area:</b>																																																																
<b>4. Operations Personnel:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Name</td> <td style="width: 40%; border-bottom: 1px solid black;">Contact Number(s)</td> </tr> <tr> <td colspan="2">Operations Section Chief: Frank Frievalt, EOC Director</td> </tr> <tr> <td colspan="2">Branch Director: _____</td> </tr> <tr> <td colspan="2">Division/Group Supervisor: _____</td> </tr> </table>				Name	Contact Number(s)	Operations Section Chief: Frank Frievalt, EOC Director		Branch Director: _____		Division/Group Supervisor: _____																																																										
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## ASSIGNMENT LIST (ICS 204)

[illegible]



## COMMUNICATIONS LIST (ICS 205A)

[illegible]

# INCIDENT ORGANIZATION CHART (ICS 207)

<b>1. Incident Name:</b> Mono COVID-19		<b>2. Operational Period:</b> Date From: 3/26/2020 Date To: 3/27/2020 Time From: 1700 Time To: 1700	
<b>3. Organization Chart</b>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Incident Commander(s)</b>                      Dr. Tom Boo, Public Health Offc.                      Dan Holler (Mammoth Lakes)                      Steve Barwick (Mono County)                      Frank Frievault, EOC Director</p> </div> <div style="width: 45%;"> <p><b>Liaison Officer</b>                      Doug Hornbeck</p> <p><b>Safety Officer</b>                      Natalie Morrow</p> <p><b>Public Information Officer</b>                      Stewart Brown</p> </div> </div>			
<b>Operations Coordinator</b> Chris Mokracek	<b>Planning Coordinator</b> Dustlyne Beavers	<b>Logistics Coordinator</b> Justin Nadler	<b>Finance Coordinator</b> Jessica Workman
<b>Public Health Branch</b> Bryan Wheeler	<b>Technical Specialist</b> Bryan Wheeler	<b>Facility Maintenance</b> Warren Bowling	
<b>Emergency Management Branch</b> Seth Clark	<b>Documentation</b> Vacant		
<b>Hospital Branch</b> Kathleen Alo			
<b>Community Support Branch</b> Kathy Peterson			



## SAFETY MESSAGE/PLAN (ICS 208)

**1. Incident Name:**

Mono COVID-19

**2. Operational Period:** Date From: 3/26/2020 Date To: 3/27/2020

Time From: 1700 Time To: 1700

**3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:**

Mono County and the Town of Mammoth Lakes is working closely with guidance from the Centers for Disease Control (CDC), state, and local agencies to monitor and respond to COVID-19 and its potential impacts on Mono County. The CDC and Mono County Health remain the best resources for current information about COVID-19 and safety tips. We encourage the public to stay informed with reliable, timely information from Mono County Public Health and the CDC by visiting [www.cdc.gov](http://www.cdc.gov).

In order to limit exposure implementation of the following activities:

1. Steps to prevent the spread of COVID-19 - cover your cough and sneeze, wash hands frequently.
2. Under all circumstance, stop touching your face, eyes, nose or mouth with your unwashed hands.
3. Stop shaking hands.
4. Social Distancing (minimum of 6 feet) - increase the amount of remote working or teleworking to the extent possible especially for those who appear at higher risk for developing disease.
5. If you are not feeling well or are experiencing cold, flu, or other symptoms, contact your primary care provider and stay home from school or work.
6. Work space should provide hand sanitizer and cleaning supplies.
7. Wipe down all work stations prior to use and after use.
8. Limit meetings to essential personnel, not to exceed 10 persons (can be increased depending on size of the area - approval through Brian Wheeler or Natalie Morrow)
9. Personnel entering EOC or meeting places shall go through a screening process to include a questionnaire or temperature reading.
10. All personnel shall sign-in the facility for each meeting/facility.

**EOC FOOD POLICY**

1. No Communal Dishes such as casseroles that would be served family-style.
2. Hand sanitizer to be available and used before touching any food or utensils.
3. Pre wrapped, individual foods are preferred.
4. No Finger foods.
5. Utensils must be used to serve all foods. Disinfect your hands after serving yourself food items.
6. Disinfect counter spaces before the arrival of the food and at the time of clean up.
7. No uncovered food and food should not be left out for more than 2 hours.
8. Properly dispose of all food trash daily.
9. Bring individual, personal lunches to avoid exposure to unknown preparation and handling process.

**RESIDENT FOOD DELIVERY/ENCOUNTER FIELD POLICY**

1. Wash or disinfect your hand before encounters with any individual in the community.
2. If possible, remain 6 feet from any community member who is receiving service.
3. Ask the individual about any symptoms such as fever, dry cough, or difficulty breathing. If so report to 760-709-6741 as soon as possible. Brian Wheeler Health Department. If the individual has any symptoms collect contact information. Name, phone number, and address.
4. If delivering food or medications, place the item down, move back 6 feet then allow the individual to pick up the items delivered.
5. Wash or disinfect your hands after your community encounter.

**4. Site Safety Plan Required?** Yes ☐ No ☒**Approved Site Safety Plan(s) Located At:****5. Prepared by:** Name: Natalie Morrow

Position/Title: Safety Officer

Signature: \_\_\_\_\_

ICS 208

IAP Page \_\_\_\_\_

Date/Time: \_\_\_\_\_